## California Department of Veterans Affairs



Serving Veterans Since 1946

Office Assistant (Typing) (\$1908-\$2515) **Classification:** 

**Permanent, Full-Time** 

**Location:** Reception – Front Lobby

Veterans Home of California, Chula Vista

Chula Vista, CA

Who Should

Apply: Current State employees within this classification or those who are eligible on a

certification list, transfers, or reinstatement. SROA/SURPLUS PROVISIONS APPLY.

**Duties and** 

**Responsibilities:** *Under direct supervision from the Chief of Medical Administrative Services:* 

> Answer all incoming calls using the Home's current telephone/communication system and transfer calls as required. Relate information as requested. Page staff members, physicians for business related purposes. Monitor various alarm systems, including fire alarms, and alerts appropriate departments.

Receive, sort and distribute U.S. Mail plus interoffice mail. Sign for and receive express mail, certified mail and return same. Post Social Security and VA checks after cashier brings from mailroom. Maintain patient roster to show current level of care of all residents and patients posting changes on daily basis to assure prompt mail delivery.

Responsible for maintenance and refilling of postage machine. Maintain inventory for mailroom stock, supervising replenishment of supplies. Operate mailroom equipment.

Perform various clerical duties for MAS Department as needs arise. Aids in resident and visitor assistance at front counter during hours of operation.

Cross train all resident employees to assist in mailroom and reception desk.

**Desirable Qualifications:** 

Strong communication and interpersonal skills.

Ability to read and write English at a level required for successful job performance.

Strong personal computer skills.

Strong typing skills.

Ability to follow oral and written directions.

Ability to operate various office machines.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

**Inquiries:** 

(619) 482-6027

(916) 653-1966

Department of Veterans Affairs Voice: TDD:

Veterans Home of California, Chula Vista

700 East Naples Court Chula Vista, CA 91911 Attn: Pam Aikman

Final Filing Date: June 10, 2003

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, AN EQUAL OPPORTORITY EMPLOYER - EQUAL OPPORTORITY OALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEA, MARTHAL STATES, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.

270-1379-001

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